

## Clerk of District Court

---

### Department Overview

The Clerk of District Court is an elected office, serving a four-year term. The Clerk is responsible for the data input of legal filings and the attending and taking of minutes for all Court hearings for the three District Courts.

The District Court receives documents from the two lower Courts on appeals or transfers because of money amounts asked for or because of the restrictions placed on the lower Courts as to the kind of cases that may be heard. The Clerk of District Court is responsible for all statutory requirements associated with case filings and has to be knowledgeable with Montana laws.

The Clerk of District Court is specifically required by law to sign orders in probate cases, judgments in civil cases and to issue bench warrants, summons, and subpoenas. The Clerk of District Court is also appointed as the Jury Commissioner to summon Jurors and to pay the costs for Jurors, as well as for all witnesses that qualify for Criminal Trials. The Clerk of District Court issues Marriage Licenses along with genealogy research, child support collection, maintenance and property settlement monies, criminal bail bonds, fines and restitution payments, receives and invests monies tendered into Court in civil lawsuits.

- Provide professional and courteous access to the courts.

---

### Recent Accomplishments

- Office divided into specific areas of knowledge to increase expertise and accountability;
- Instituted system of peer review reducing the number of errors.
- Developed process to maintain effectiveness and increased efficiency to deal with an increase of 205 cases filed between 2006 and 2007.
- Support an increase of 15,296 documents processed from 2000 to 2006.
- Files have been reviewed and 'old discovery' has been disposed of, with new discovery being processed when received.
- Records have been organized and databases created, updated and maintained for office.
- Successful conversion to new case management system know as Fullcourt.

---

### Department Goals

- To provide outstanding, dedicated professional legal assistance to the Public, District Court Judges, attorneys, victims and perpetrator.
- Maintain accurate and easily accessible records.
- Be the link between the public and the Judges.

## GENERAL GOVERNMENT

### Clerk of District Court

#### Department Budget

Object of Expenditure	Actual FY 2007	Final FY 2008	Actual FY 2008	Request FY 2009	Preliminary FY 2009	Final FY 2009
Personnel	\$ 506,920	\$ 633,158	\$ 522,816	\$ 634,134	\$ 623,684	\$ 615,586
Operations	82,092	96,264	83,920	104,196	104,196	104,196
Jury Service	45,544	59,580	(7,078)	14,500	14,500	14,500
Capital Outlay	-	7,430	7,344	-	-	-
Transfers Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 634,556</b>	<b>\$ 796,432</b>	<b>\$ 607,002</b>	<b>\$ 752,830</b>	<b>\$ 742,380</b>	<b>\$ 734,282</b>

#### Budget by Fund Group

General Fund	\$ 634,556	\$ 796,432	\$ 607,002	\$ 752,830	\$ 742,380	\$ 734,282
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 634,556</b>	<b>\$ 796,432</b>	<b>\$ 607,002</b>	<b>\$ 752,830</b>	<b>\$ 742,380</b>	<b>\$ 734,282</b>

#### Funding Sources

Tax Revenues	\$ 183,469	\$ 252,805	\$ 250,277	\$ 177,726	\$ 175,259	\$ 252,805
Non-Tax Revenues	90,954	294,254	279,541	107,906	87,621	294,254
Cash Reappropriated	360,133	249,373	77,184	467,198	479,500	187,223
<b>Total</b>	<b>\$ 634,556</b>	<b>\$ 796,432</b>	<b>\$ 607,002</b>	<b>\$ 752,830</b>	<b>\$ 742,380</b>	<b>\$ 734,282</b>

#### Department Personnel

##### Personnel Summary

No	FT/PT	Title	FTE
1	Full-Time	Clerk of District Court	1.00
1	Full-Time	Management Supervisor	1.00
1	Full-Time	Dist. Crt Clk II/Acctg Clk III	1.00
10	Full-Time	District Court Clerk	9.10
1	Full-Time	Records Clerk	1.00
1	Full-Time	Training Supervisor	1.00

Total Program FTE 14.10

### Clerk of District Court

---

#### 2009 Budget Highlights

##### Personnel

- Elimination of clerk position effective August 2008 for a vacancy savings of \$33,158.

##### Operations

- 

##### Capital

- 

#### County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Clerk of District Court is striving to fulfill those goals.

##### Exceptional Customer Service

- Customers receive kind and respectful service – 95% satisfaction – based on Comment card responses.
- Accurate information provided – Complete procedures manual
- Documents and requests processed in a timely and efficient manner – Written priority system completed and provided to employees.
- Court documents promptly transferred to recipients – 75% of documentation transmitted electronically.

##### Be Model for Excellence in Government

- Use best practices from throughout the state – contact other offices – implement three-year plan.
- Error free documents – 100% free of errors – errors tracked by type, employee and percentage.
- Technological upgrades – Research current and forthcoming systems.

##### Improve Communications

- Open electronic communication established – 100% information transferred where interest exists.
- Awareness of customer and employee satisfaction – Suggestion box – review of suggestions.
- Proactive planning for future space and staff needs – Information and requests received from employees in December for inclusion in budget.

##### To be the Employer of Choice

- Two way responsive communication – Employee satisfaction survey – low employee turnover.
- Positive atmosphere – employee evaluations completed annually.
- Learning Opportunities – Improve employee knowledge and growth.

## GENERAL GOVERNMENT

### Clerk of District Court

---

#### WORKLOAD INDICATORS/PERFORMANCE MEASURES

<b>Workload Indicators</b>	Actual	Actual	Estimated	Projected
Indicator	FY 2006	FY 2007	FY 2008	FY 2009
1 . Track processing times	1-2 days	1-2 days	1-2 days	1-2 days
2 . Number of case filings(Jan-Dec counts)	3,276	3,362	3,567	3,670
3 . Track comments/suggestions	38	40	40	45
4 . Number of documents processed (Jan-Dec counts)	50,677	51,557	58,246	-

<b>Performance Measures</b>	Actual	Actual	Estimated	Projected
Measure	FY 2006	FY 2007	FY 2008	FY 2009
1 . Suggestions implemented within 2 weeks	90%	90%	90%	90%
2 . Technology upgrades-GJCMS/ACCESS	100%	100%	100%	100%
3 . Computerized procedure manual implemented	50%	50%	75%	100%
4 . Employee training sessions-per employee	24 hrs	24 hrs	24 hrs	24
5 . Ongoing in-house training-per employee	24 hrs	48 hrs	48 hrs	48
6 . Error validation	90%	95%	95%	95%
7 . Employee Turn over rate				

#### Comments